

## **MADERA COUNTY**

### **ASSESSMENT OFFICE MANAGER**

#### **DEFINITION**

Under administrative direction; to manage, supervise, and coordinate the office support functions, services, and activities of the County Assessor's Office; to analyze and interpret laws, rules, regulations, and policies affecting assessment procedures; to serve as the County Assessor as assigned; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises, and coordinates the office support functions, services, and activities of the County Assessor's Office; provides daily direction and administration for staff assigned to assessment roll maintenance, data processing, and property transfer functions; participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and functions; interviews and recommends hiring of new office support personnel; directs, supervises, trains, and evaluates assigned personnel; identifies opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; analyzes, develops, and supervises the implementation of office-wide property information management systems and procedures to ensure the efficient preparation and production of the assessment roll; prepares and updates office operations and assessment roll policy manuals; analyzes and interprets laws and policies affecting assessment forms and roll preparation procedures and recommends appropriate action; ensures proper completion and forwarding of assessment roll reports; ensures proper processing of assessment roll changes; verifies tax refunds for property devaluations; performs assessment roll maintenance assignments as necessary; operates a computer terminal; performs the most complex assessment roll maintenance and office assignments; provides information and resolves complaints for office visitors and telephone callers; coordinates work flow between appraisal and office support staff; establishes and has responsibility for Department files; prepares payroll, time, and work records; makes travel arrangements for other staff; represents and serves as the County Assessor as assigned.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services, and activities of the County Assessor's Office.  
Pertinent Federal, State, and local laws, codes, and regulations including those governing the preparation and maintenance of assessment roll information contained in the Revenue and Taxation Code and Assessor's Handbook.  
Court decisions affecting the granting of property tax exemptions.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles of supervision, training, and performance evaluation.  
Modern office practices, methods, and computer equipment.  
Basic principles and techniques of management and program administration.  
Procedures for processing deeds, legal descriptions, parcel maps, and property transfers and splits.  
Record keeping principles and practices.  
Administrative principles and practices including automated information systems.  
English usage, spelling, grammar, and punctuation.  
Basic mathematical principles.

### **Skill to:**

Operate modern office equipment including computer equipment.

### **Ability to:**

Manage, supervise, and coordinate the assessment roll maintenance and office support functions of the County Assessor's Office.  
Supervise, train, and evaluate assigned staff.  
Participate in the development and preparation of the assigned budget and expenditure control.  
Manage assessment activities and administrative operations of an Assessor's Office.  
Read and interpret property deeds, abstracts, and related information.  
Perform specialized assignments involving property transfers and splits.  
Maintain current and accurate assessment roll information.  
Oversee the design and implement manual and automated systems.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Oversee the preparation and presentation of operation and activities reports.  
Provide assistance with questions concerning assessments, exemptions, and property information to other staff and the public.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of increasingly responsible experience in the establishment and maintenance of assessment roll information including some experience in a lead or supervisory capacity.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, business administration, or a related field. A Bachelor's degree is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995